



606.19 Weekend Work Program

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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Review Frequency: Annually

606.19-1 Policy

- I. Weekenders are sentenced by the courts to serve weekends participating in work details in lieu of spending time in Jail.
- II. Weekenders may be assigned to work details not to exceed ten hours per day.
- III. Weekenders may be assigned to work on county-related work details.
- IV. Labor being performed by weekenders will benefit the community, on public roadways, parks, and recreation areas as coordinated with the Hendry County Transportation Department and/or Public Services Department, and may also be performed for non-profit organizations.
- V. Special equipment such as hand tools, transportation, special vehicle needs will be provided by the county agency for which the labor is being provided.

606.19-2 Procedures

- I. Weekenders shall report to the Hendry County Jail lobby at 0700 Saturday, and shall be released at 1500 on Saturday, and return to the Jail on Sunday at 0700, and be released at 1500 Sunday. Failure to report, failure to work or take direction of the supervising staff may be cause for terminating the "weekend" status and may cause the participant to serve out his/her time in consecutive days in jail.
- II. Classification Sergeant or Transportation Sergeant will provide the Booking Office with a list of participants ordered to report.
- III. The Shift Supervisor will provide the designated escort Deputy with a weekend roster. The presence of each weekender shall be documented.
- IV. Food Services will prepare an adequate lunch for each weekender and provide a thermos container of ice water. Lunches and drink thermos shall be delivered to the Jail Lobby by 0700, as appropriate.
- V. The Classification Sergeant or Transportation Sergeant will ensure an adequate number of orange traffic vests, worker signs, trash bags and any other equipment needed to properly identify participants and complete specific clean up detail are available for use.
- VI. The Classification Sergeant or Transportation Sergeant will provide the escort Deputy with the location of the work to be performed and any special instructions regarding the work.
- VII. Escort Deputy duties:
 - A. Retrieve van/bus keys from Control, and park the van at front entrance to Jail lobby.

- B. Muster the weekenders, and dismiss any who obviously are unable to work or have a written doctor's excuse.
 - 1. Those weekenders being dismissed shall be instructed to contact their probation officer on the next business day.
 - 2. The Classification Sergeant or Transportation Sergeant shall provide written notification to the sentencing judge.
- C. Ensure each weekender has turned in their copy of the rules and regulations which they have already signed. These forms shall be given to the Classification Sergeant or Transportation Sergeant.
- D. Provide each weekender with an orange traffic vest.
- E. Place lunch and water on the van/bus, as appropriate.
- F. When the above have been completed, and when directed by the OIC weekenders may board the van/bus and the escort Deputy may proceed to the designated work site.
- G. Communicate with Telecommunications using designated Jail ID.
- H. Return weekenders to the Jail Lobby not later than 1500.
- I. Account for all traffic vests and return to the OIC.
- J. Ensure weekenders remain on the van/bus until released by the OIC.
- K. Return van/bus keys to Central Control.

606.19-3 Weekender Supervision at Work Site

- I. While on site, the supervising Deputy will ensure that weekenders perform the required clean-up, or other specific duties assigned, are under observation at all times, and have no public contact.
- II. Supervising Deputy will inform Telecommunications at the commencement of the assignment and location and nature of the assignment, and notify Telecommunications upon termination of the assignment.
- III. All tools necessary to perform assigned tasks will be provided upon arrival at the designated site, and shall be accounted for prior to departure.
- IV. An Incident Report shall be completed for violation of weekender rules and regulations, and forwarded the probation/courts as appropriate.

606.19-4 Qualifications/Disqualifications

- I. Criminal histories will be run by the Classification Sergeant prior to the participant being assigned to the weekend work program. No person with violent felonies in the past 5 years will be allowed to participate in the weekend work program. No person with current violent felony or misdemeanor charges will be allowed to participate in the program.
- II. Exceptions can be made on a case by case basis by the Judge, State Attorney, Public Defender and Jail Administration depending on the needs of the program and person being considered.
- III. All participants must review a copy of the rules and regulations prior to their first weekend. Copy of rules and regulations shall be given to their participant when they are sentenced in court and must be signed and turned in to the escorting deputy on their first weekend of work.

606.19-5 Escorting Deputy Training and Requirements

- I. Deputy does not have to have a CDL. Jail Van will be used to transport participants and all items to be used for that day.
- II. Road side safety training for participants and/or deputies may be applicable for certain clean up details. Training shall be completed prior to the start of the detail.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

Incident Report

Other Policy/ Procedure References:

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